

Schengen Visa Application Process

General Information & Tips for Human Rights Defenders at Risk



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Foreword

Find your way in the Schengen labyrinth!

The European Union Guidelines on Human Rights Defenders read: “Practical supports can include (...) providing measures for swift assistance and protection to human rights defenders in danger in third countries, such as, where appropriate, issuing emergency visas and facilitating temporary shelter in the EU Member States.”

Despite repeated recommendations by the European Parliament to adopt a coordinated policy on the issuing of emergency visas for human rights defenders, the EU Member States are reluctant to implement special visa schemes for any specific groups, such as at-risk human rights defenders, with the notable exception of Ireland and Spain. There is no reference to the needs of those defenders neither in the Community Code on Visas nor in the “European Commission Handbook for the processing of visa applications and the modification of issued visas” issued in 2010.

However, this does not mean that Member States do not issue emergency visas, they do so in a discreet way and on *ad hoc* basis while implementing the Schengen visa rules - for those who are party to the Schengen Agreement.

Useful tips for human rights defenders

This guidebook is a useful tool for anyone who wants to better understand the Schengen visa procedure and find their way in a labyrinth that may be seen as arbitrary and bureaucratic. It is however first aimed at human rights defenders at risk who need to come to Europe for temporary relocation, in order to flee extremely insecure and stressful environments.

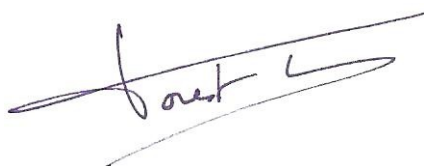
Besides general information on the Schengen visa procedure, whose main source is the aforementioned European Commission Handbook, this document provides useful tips based on past experiences by human rights defenders and international human rights organisations, with a view to help speed up the visa delivery process.

A lively tool!

Such a guidebook cannot be definite. Rules are moving and new experiences can be recorded almost everyday. Therefore it is intended to update it on a regular basis thanks to the contributions of its readers.

If you have any comments, suggestions for change or more importantly, informative experiences to share, please contact us at euoffice@frontlinedefenders.org. Any further versions will be numbered and dated.

We thank you in advance for your contribution!



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1. The Schengen Area

The **25 European Union Member States and associated States** that fully implement the Schengen visa guidelines for the issuing of visas - **for the purpose of stays not exceeding three months in any six-month period** - are:

- | | | |
|-------------------|---------------------|-----------------|
| 1. Austria | 11. Iceland | 21. Slovakia |
| 2. Belgium | 12. Italy | 22. Slovenia |
| 3. Czech Republic | 13. Latvia | 23. Spain |
| 4. Denmark | 14. Lithuania | 24. Sweden |
| 5. Estonia | 15. Luxembourg | 25. Switzerland |
| 6. Finland | 16. Malta | |
| 7. France | 17. The Netherlands | |
| 8. Germany | 18. Norway | |
| 9. Greece | 19. Poland | |
| 10. Hungary | 20. Portugal | |

The United Kingdom and Ireland are outside the Schengen area, while Bulgaria, Cyprus and Romania are preparing for their full membership. For more information about visa procedures for these countries, see [Annex 3](#) – Information on non-Schengen EU Member States.

Visa Facilitation Agreements exist between the European Union and the following third countries: (these agreements allow for a possible reduction in the visa fee and faster processing times. It is also possible to be issued a multiple-entry visa depending on the specific applicants)

- | | |
|---|-----------------------|
| • Albania | • Republic of Moldova |
| • Bosnia and Herzegovina | • Russian Federation |
| • Former Yugoslav Republic of Macedonia | • Serbia |
| • Montenegro | • Ukraine |

The **list of third countries whose nationals are exempt from the obligation to hold a visa** for entering into the Schengen Area for stays not exceeding three months in any six-month period are:

- | | | |
|--------------|---------------|---|
| • Andorra | • Guatemala | • Romania |
| • Argentina | • Holy See | • Salvador |
| • Australia | • Honduras | • San Marino |
| • Bolivia | • Hungary | • Singapore |
| • Brazil | • Israel | • South Korea |
| • Brunei | • Japan | • United States of America |
| • Bulgaria | • Malaysia | • Uruguay |
| • Canada | • Malta | • Venezuela |
| • Chile | • Mexico | • Hong Kong Special Administrative Region (China) |
| • Costa Rica | • Monaco | • Macao Special Administrative Region (China) |
| • Croatia | • New Zealand | |
| • Cyprus | • Nicaragua | |
| • Ecuador | • Panama | |
| | • Paraguay | |

National long-stay visas - **for intended stays of more than three months** - and residence permits - considered as equivalent to uniform visas (see below) - are covered by national legislations, although holders of such a visa/permit have the right to circulate within the Schengen Area.

2. Types of Schengen visa

Human rights defenders, as any other applicants, may be issued certain types of visas depending on their situation.

- A **uniform visa** allowing the visa holder to travel anywhere within the Schengen Area;
- Visas with **limited territorial validity** only allowing the visa holder to travel within the territory of specific Member States for the duration the visa is valid;
- An **airport transit visa** allowing the visa holder to move through the international transit area of a Member State's airport(s) but not allowing them to enter into its territory.

3. Deadline for submission and personal interview

Officially a visa application should be lodged **at least 15 calendar days before the intended visit** and should not be lodged earlier than three months before the start of the intended visit. However, experience shows that the process may take longer than 15 calendar days!

If the travel destination includes more than one Member State, the application must be dealt with by the embassy/consulate of the **main destination**, that is, where the applicant intends to spend the longest time or where the main purpose of the intended journey is carried out.

If an application is lodged less than 15 days before the intended visit then the applicant may still receive the visa but the final decision might be taken after the intended date of departure. This is due to the fact that it usually takes up to 15 days for the application to be accepted.

If the Member State concerned has no embassy or consulate in your country, it should be represented by another one. If not, Member States shall cooperate to prevent a situation in which an application cannot be examined and decided.

Applicants may have to obtain an **appointment before submitting an application**. The deadline for obtaining an appointment should not go beyond 2 weeks, as a general rule. Applicants should submit the application in person at the embassy/consulate as a general rule, particularly when fingerprints and photographs are to be taken. This requirement may be waived in cases where the applicant is well-known or where the distance from the diplomatic mission or consular post is too great, provided that there is "no doubt as to the good faith of the applicant". If the applicant cannot submit the application in person then they must agree in advance with the embassy/consulate on an appropriate means of delivering the form.

Tip 1: *Make sure that you submit your application and get an interview - if requested - in time. Your application should be lodged **at least 15 calendar days** before the intended visit. However, the sooner you apply, the better. Keep a copy of the completed form.*

Tip 2: *If the country of the main destination has no embassy/consulate in your country, find out which Member State represents it.*

Tip 3: *During the interview, explain your work as a human rights defender and why you are not intending to apply for asylum but rather go back to your country and continue your important, legitimate work. Providing evidence of any family or social ties and responsibilities to return to, is useful.*

4. Number of entries and duration of stay

The number of entries refers to the number of visits that may be carried out during the time the visa is valid. During this time, the holder of the visa is allowed to stay up to 90 days per 6-month period. The stay can either consist of (see [field 24](#) of application form in [Annex 2](#)):

- one trip - **single-entry visa**;
- two trips - **double-entry visa**;
- or can be divided into many separate trips - **multiple-entry visa**.

A **multiple-entry visa** can be issued with a period of validity between 6 months and 5 years. The amount of time that such a visa allows you to stay is always maximum 90 days per 6-month period within the given period of validity. Per 6-month period, a holder of a multiple-entry visa can divide their stay into as many separate trips, enabling them to travel between several Member States without having to stay in one location for 90 consecutive days.

An application for a multiple-entry visa should be submitted to the embassy/consulate of the Member State that constitutes the most frequent destination, or in the case of absence of such a destination, the Member State of the first envisaged trip.

If you apply for a multiple-entry visa, you must ensure that your travel document is valid for the entire period of validity requested (see [field 15](#)).

In case a visa holder who is already present on the territory of the Member States is unable to leave before the expiry of his visa for reasons of *force majeure*, humanitarian reasons or serious personal reasons, he/she should address the request for **extension of the visa** to the competent authorities of the Member State where he/she is present even if that is not the Member State whose consulate issued the visa. The Member State responsible for the extension may limit the territorial validity of the extended visa.

Tip 4: You must clearly state the number of entries (one, two or multiple) (see [field 24](#)), and how long you intend to stay in the Member State's territory (see [field 25](#)). The duration of your stay must include the date that you arrive and the date that you leave the Schengen territory.

Tip 5: Apply for a visa that corresponds to your intended stay. Prepare your arguments and supporting documents. If you apply for a multiple-entry visa while you intend to stay, let's say, for a week or come back only a year later, you may be denied a multiple-entry visa and it may be too late to apply for a single-entry visa.

5. Schengen uniform visa requirements

5.1. Supporting documents, travel document

The purpose of the **supporting documents** is to allow the relevant authorities to assess whether the applicant fulfils the entry conditions and to assess the possible risk of illegal immigration and/or security risks. Applicants should include relevant documentation that will indicate:

- The purpose of the journey (see [field 21](#)), e.g. formal invitation, preferably personalised; event programme, certificates of the courses to be attended, medical certificates;
- The length and destination of the journey (see [fields 29-30](#));
- Proof of accommodation, e.g. hotel booking, or proof of sufficient means to cover the applicant's accommodation for the duration of the intended stay (see [field 33](#));

- Information enabling the embassy/consulate to assess the applicant's intention to leave the territory of the Member States before the expiry of the visa applied for, e.g. return ticket, proof of employment in the country of origin.
- Proof that the applicant can sufficiently support him/herself financially both for the duration of the intended stay and for the return to his country of origin, or that the applicant is in a position to acquire financial support (see [field 33](#)) may be constituted by:
 - Recent bank account statements showing movements over at least the last 3 months;
 - Credit card(s) and a credit card account statement;
 - Cash in convertible currency;
 - Traveller's cheques;
 - Salary slips;
 - Certificate of employment;
 - Registered proof of sponsorship and/or private accommodation.

The **travel document** (see [fields 12-16](#)), i.e. your passport, must contain sufficient, at least two, blank pages. One to affix the visa sticker(s) and one to affix the stamp of the border control authorities. The applicant must ensure the travel document is recognised by the Member State receiving the visa application and by all other relevant Member States. Any travel documents not recognised by all Member States may be accepted but certain restrictions will apply in relation to the type of visa issued.

Tip 6: Always keep a copy of all the supporting documents.

5.2. Travel medical insurance

Travel medical insurance should be taken out in the applicant's country of residence. If that is not possible, insurance can be taken out elsewhere. **Third parties inviting the applicant may take out insurance on their behalf.** The insurance must cover a minimum of €30,000.

The insurance must be able to cover the visa holder throughout the entire time the visa is valid. If the insurance presented is not considered adequate the visa is not automatically refused. The applicant will be allowed to provide proof of adequate insurance before the final decision on the application can be taken.

5.3. Basic elements of the visa application

In order for an application to be considered admissible, the following must be fulfilled:

- A filled in and signed application form (see [Annex 2](#)) and a valid travel document;
- Biometric data, such as fingerprints and a valid photograph, may be required;
- As a general rule a **fee of €60** applies to individual applicants irrespective of the type of visa applied for and where the application is lodged. However, the form itself is free of charge.

There are, however, certain exemptions or reductions of this fee such under the Visa Facilitation Agreements (see page 4 of this document), or the Visa Code: those who are exempt from the application fee include family members of EU and Swiss citizens (see [fields 34-35](#)) and representatives of officially registered non-profit organisations aged 25 years or less who are participating in seminars, conferences, cultural or educational events organised by non-profit organisations.

The visa fee shall be charged either in euro or in the currency usually used in the third country where the application is lodged. The visa fee should be paid in cash or have been paid in a bank when the application is lodged.

If the visa fee is paid at the same time as the submission of the application, a receipt shall be given to the applicant. If the fee is paid via a bank, the bank receipt is sufficient. **Generally the visa fee is not refundable regardless of the final decision on the visa application.** However, if the application is inadmissible then the application form and any documents submitted will be returned to the applicant and the visa fee reimbursed.

Member States decide **which language should be used for filling in the application form** and will inform the applicant about this. The application form is available in:

- The official language of the Member State for which a visa is requested;
- The official language of the host country;
- The official language of the representing Member State (if applicable);
- Other official languages of the EU institutions.

The embassy/consulate will inform the visa applicant, e.g. via website and notice boards, which documents must be translated and into which language for the application of the visa. A translation of all documents presented by the applicant is not necessary as it would be both time consuming and costly. Therefore, it is in the applicant's interests to know which documents require translation.

6. Decision on visa application

Decision on your visa application is supposed to be taken as soon as possible, however it may take up to **15 calendar days** after the application has been considered admissible. This period is used by the embassy/consulate for possible prior consultation of other Member States or of their own central authorities.

Note that this deadline may be extended to a maximum of 30 calendar days in individual cases, where further scrutiny of the application is requested, and exceptionally even to 60 calendar days where additional documentation is required.

7. More tips for human rights defenders

Human rights defenders who need to leave their country on short notice due to death threats and/or risk of persecution, who are in need of 'rest and respite' and who are simply invited to take part in a meeting or conference in the Schengen area, are not considered as a specific group.

7.1. The EU Guidelines on human rights defenders

However, the EU Guidelines on human rights defenders state that practical support to human rights defenders can include "where appropriate, issuing emergency visas and facilitating temporary shelter in the EU Member States."

Tip 7: *If you are already well-known by the embassy/consulate, remind them by making reference to previous contacts including by citing names of people met in the past, as the turnover is high in embassy/consulate staff.*

Tip 8: *If you got Schengen visa(s) in the past, remind the embassy/consulate (see [field 21](#)). This should help speed up the final decision provided that you respected the basic requirements such as leaving the territory of the Member State(s) before the expiry of the visa. All individual application files are kept for a minimum of two years from the date of the final decision taken on the application.*

7.2. In case of urgency

In case of 'justified' urgency, an appointment should be given immediately or direct access for submitting the application should be granted. Cases of urgency are situations where the visa could not have been applied earlier for reasons that could not have been foreseen by the applicant, e.g. on humanitarian grounds. Urgency will be distinguished from negligent late submission of the application.

Exceptionally, a Member State can issue a visa of **limited territorial validity** without carrying out required prior consultation of (an)other Member State(s). This possibility is given to Member States when they consider it necessary on humanitarian grounds, for reasons of national interest or because of international obligations, and for reasons of urgency.

Tip 9: *Argue why you consider your situation as a 'justified' urgency.*

Tip 10: *Mention to the embassy/consulate that they have always the possibility to grant a limited territorial validity visa for reasons of urgency, without prior consultation of other States, as a way to speed up the application process.*

7.3. Activate your 'supporters'

The human rights defender who is not well-connected to Schengen country embassies should try to get in touch with a national or international human rights NGO that has had such contact with embassies in the past, for support and advice, e.g. to identify the embassies that are more 'open-minded'.

If invited by, or connected to, a Europe-based human rights NGO or any other body, such as the EU Institutions (e.g. the European Parliament), you should ask this sponsor to provide you with the required documents, e.g. formal invitation, insurance, etc., promote your visa application towards the concerned embassy/consulate in your country and help you with the overall process.

The process will be eased if that sponsor is prominent and considered as reliable. Indeed, there are fears amongst Schengen countries that a human rights defender applying for temporary relocation might become an asylum seeker applying for refugee status once in the Schengen area.

Tip 11: *If you are already connected to officers in the political section of the embassy in question, let them know that you are in the process of applying for an emergency visa.*

Tip 12: *If not connected to an embassy, get in touch with a well-connected national or international NGO/body for support and advice, including on the embassies/States that seem more open to provide emergency visas to HRDs.*

Tip 13: *Ask the sponsor that invites you to contact the concerned embassy/consulate as soon as possible, as well as - where appropriate - the capital-based ministries, e.g. Ministry of the Interior, Ministry of Foreign Affairs, **before** you submit your visa application form. This, with the aim of confirming your HRD profile and your intention to return home.*

Tip 14: *In order to help your sponsor develop abovementioned contacts for you, provide it with a well-documented track record of your human rights activities.*

Tip 15: *Ask the (principal - if several) sponsor that invites you to provide **one** invitation with*

correct, coherent information (e.g. length of stay, proof of financial support, proof of accommodation, number of Schengen visas previously granted - if any). Multiple invitations increase the risk of conflicting information that may then be used to deny the visa. Supporting letters from other sponsors are useful provided they contain information in coherence with that included in the main invitation letter.

7.4. In case your visa application is refused

If you do not fulfil the entry conditions or if a Member State under the prior consultation procedure objects to the issuance of a visa, the application will be refused. In that case, you are entitled to receive a notification of that decision and the reasons on which it is based.

You have the **right to appeal** against the Member State that has taken the final decision on the application and in accordance with the national law of that Member State. You must receive a document that indicates the references to the national law and the procedure relating to the right of appeal, including the competent authority with which an appeal may be lodged, as well as the time-limit for lodging such an appeal.

When it is considered necessary on humanitarian grounds, for reasons of national interest or because of international obligations to do so, a **visa with limited territorial validity** may exceptionally be issued.

Tip 16: *If your application is refused, consider exercising your right to appeal, if time permits. Otherwise, try to get a visa with limited territorial validity.*

16-Tip Checklist

Tip 1: Make sure that you submit your application and get an interview - if requested - in time. Your application should be lodged at least 15 calendar days before the intended visit. Keep a copy of the completed form.

Tip 2: If the country of the main destination has no embassy/consulate in your country, find out which Member State represents it.

Tip 3: During the interview, explain your work as a human rights defender and why you are not intending to apply for asylum.

Tip 4: Clearly state the number of entries (one, two or multiple), and how long you intend to stay in the Member State's territory.

Tip 5: Apply for a visa that corresponds to your intended stay.

Tip 6: Always keep a copy of all the supporting documents.

Tip 7: If you are already well-known by the embassy/consulate, make reference to previous contacts.

Tip 8: If you got Schengen visa(s) in the past, remind the embassy/consulate.

Tip 9: Argue why you consider your situation as a 'justified' urgency.

Tip 10: Mention to the embassy/consulate that they have always the possibility to grant a limited territorial validity visa.

Tip 11: If you are already connected to officers in the political section of the embassy in question, let them know that you are in the process of applying for an emergency visa.

Tip 12: Get in touch with a well-connected national or international NGO/body for support and advice, including on the embassies/States that seem more open to provide emergency visas to HRDs.

Tip 13: Ask the sponsor that invites you to contact the concerned embassy/consulate and - where appropriate - the capital-based ministries, before you submit your visa application.

Tip 14: In order to help your sponsor develop abovementioned contacts for you, provide it with a well-documented track record of your human rights activities.

Tip 15: Ask the sponsor that invites you to provide one invitation with correct, coherent information.

Tip 16: If your application is refused, consider exercising your right to appeal, if time permits. Otherwise, try to get a visa with limited territorial validity.

Annex 1 – Useful links on Schengen Area

- European Commission's Home Affairs website – Background to Schengen cooperation:
http://ec.europa.eu/home-affairs/policies/borders/borders_schengen_en.htm
- Community Code on Visas as published in the Official Journal of the European Union on 15 September 2009:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:243:0001:0058:EN:PDF>
- Commission Decision of 19.3.2010 establishing the Handbook for the processing of visa applications and the modification of issued visas:
http://ec.europa.eu/home-affairs/policies/borders/docs/c_2010_1620_en.pdf

Annex 2 – Harmonised Schengen visa application form

Harmonised application form (1)



Application for Schengen Visa

This application form is free.

Photo

1 Surname (Family name) (x) □□□□□□				FOR OFFICIAL USE ONLY	
2 Surname at birth (Former family name(s)) (x) □□□□□□					
3 First name(s) (Given name(s)) (x) □□□□□□				Date of application:	
4 Date of birth (day-month-year) □□□□□□				Visa application number:	
5 Place of birth □□□□□□		7 Current nationality Nationality at birth, if different: □□□□□□		Application lodged at	
6 Country of birth □□□□□□				<input type="checkbox"/> Embassy/consulate	
8 Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9 Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify) □□□□□□		<input type="checkbox"/> CAC	
10 In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian □□□□□□				<input type="checkbox"/> Service provider	
11 National identity number, where applicable □□□□□□				<input type="checkbox"/> Commercial intermediary	
12 Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify) □□□□□□				<input type="checkbox"/> Border	
13 Number of travel document □□□□□□		14 Date of issue □□□□□□		Name:	
15 Valid until □□□□□□		16 Issued by □□□□□□		□ Other	
17 Applicant's home address and e-mail address □□□□□□				File handled by:	
18 Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent No. □□□□□□ Valid until □□□□□□				Supporting documents:	
* 19 Current occupation □□□□□□				<input type="checkbox"/> Travel document	
* 20 Employer and employer's address and telephone number. For students, name and address of educational establishment. □□□□□□				<input type="checkbox"/> Means of subsistence	
21 Main purpose(s) of the journey: <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit <input type="checkbox"/> Medical reasons <input type="checkbox"/> Study <input type="checkbox"/> Transit <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify) □□□□□□				<input type="checkbox"/> Invitation	
				<input type="checkbox"/> Means of transport	
				<input type="checkbox"/> TMI	
				<input type="checkbox"/> Other:	
				Visa decision:	
				<input type="checkbox"/> Refused	
				<input type="checkbox"/> Issued:	
				<input type="checkbox"/> A	
				<input type="checkbox"/> C	
				<input type="checkbox"/> LTV	
				<input type="checkbox"/> Valid: From	
				Until	
				Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple	
				Number of days:	

(1) No logo is required for Norway, Iceland and Switzerland.

22 Member State(s) of destination UUUUU	23 Member State of first entry UUUUU
24 Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries	25 Duration of the intended stay or transit Indicate number of days UUUUU

The fields marked with * shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields no 34 and 35.

(x) Fields 1-3 shall be filled in in accordance with the data in the travel document.

26 Schengen visas issued during the past three years <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity from UUUUU to UUUUU	
27 Fingerprints collected previously for the purpose of applying for a Schengen visa <input type="checkbox"/> No <input type="checkbox"/> Yes UUUUU Date, if known	
28 Entry permit for the final country of destination, where applicable Issued by UUUUU Valid from UUUUU until UUUUU	
29 Intended date of arrival in the Schengen area UUUUU	30 Intended date of departure from the Schengen area UUUUU
* 31 Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s) UUUUU	
Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s) UUUUU	Telephone and telefax UUUUU
*32 Name and address of inviting company/organisation UUUUU	Telephone and telefax of company/organisation UUUUU
Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation UUUUU	
*33 Cost of travelling and living during the applicant's stay is covered	
<input type="checkbox"/> by the applicant himself/herself Means of support <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Pre-paid accommodation <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify) UUUUU	<input type="checkbox"/> by a sponsor (host, company, organisation), please specify UUUUU <input type="checkbox"/> referred to in field 31 or 32 UUUUU <input type="checkbox"/> other (please specify) Means of support <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify) UUUUU

34 Personal data of the family member who is an EU, EEA or CH citizen □□□□□		
Surname □□□□□		First name(s) □□□□□
Date of birth □□□□□	Nationality □□□□□	Number of travel document or ID card □□□□□
35 Family relationship with an EU, EEA or CH citizen <input type="checkbox"/> spouse <input type="checkbox"/> child □□□□□ <input type="checkbox"/> grandchild <input type="checkbox"/> dependent ascendant		
36 Place and date □□□□□	37 Signature (for minors, signature of parental authority/legal guardian)	

I am aware that the visa fee is not refunded if the visa is refused.

Applicable in case a multiple-entry visa is applied for (cf. field no 24):

I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) (1) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The authority of the Member State responsible for processing the data is the Danish Immigration Service, Rymsgade 53, DK-2100 Copenhagen Ø, Denmark, e-mail: us@us.dk.

I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State (the Danish Data Protection Agency, Borgergade 28, 5, DK-1300 Copenhagen K, Denmark, e-mail: dt@datatilsynet.dk) will hear claims concerning the protection of personal data.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of Regulation (EC) No 562/2006 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Place and date □□□□□	Signature (for minors, signature of parental authority/legal guardian):
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(1) In so far as the VIS is operational

Annex 3 – Information on non-Schengen EU Member States

The United Kingdom

If you apply for a UK visa, you will be considered as a 'visitor'. A visitor can stay in the UK for a **maximum of six months** at any one time. You can apply up to 3 months in advance of your intended date of travel. In general, you must show that you want to stay in the UK for no more than six months; you intend to leave the UK at the end of your visit; you have enough money to support yourself during your stay in the UK without working or needing help from public funds; and you do not intend to take paid or unpaid employment.

You should give careful consideration before applying for a long-term visit visa, i.e. for one year or more, as there is the possibility that the visa may be refused, or issued for a shorter period.

To apply online go to <http://www.ukvisas.gov.uk/en/applyonline/> or fill in a visa application form. From 2 May 2011, all applications must be completed online.

You must include documents to show that you qualify for entry to the UK as a visitor, such as evidence that you can pay for the trip and have enough money to support yourself and any dependants without working or getting any help from public funds, and evidence that you intend to leave the UK at the end of your visit.

If you are invited by a sponsor, it needs to provide you with evidence that it has enough money to support you.

For further information, see <http://www.ukvisas.gov.uk/en/>

Ireland

Visit visas are granted only for short-term stays, they will never exceed a **maximum of 90 days**. Applications have to be submitted to the local Irish consulate or embassy **at least 8 weeks before the intended visit**.

The application must be made either online or by hard copy – see http://www.inis.gov.ie/en/INIS/Pages/Supported_Countries. If an online application is required, then it must be filled in online – a hard copy will not be accepted. To apply online go to <https://www.visas.inis.gov.ie/avats/>. The summary document at the end of the application must be printed off, signed and submitted to the relevant Embassy or Consulate dealing with your application along with all other supporting documentation.

You must show evidence that you can support your stay financially (a letter from your sponsor may suffice). Documents not in English require notarized translation.

For further information, see www.inis.gov.ie.

Bulgaria, Cyprus and Romania are preparing for their full membership in Schengen. In the meantime, they issue national visas:

- Bulgaria: <http://www.mfa.bg/en/pages/view/85>
- Cyprus: <http://www.mfa.gov.cy> (click on 'visa' on the right-hand menu)
- Romania: <http://www.mae.ro/en/node/2035>